



**NKYHEALTH**  
NORTHERN KENTUCKY HEALTH DEPARTMENT



NORTHERN KENTUCKY INDEPENDENT DISTRICT  
BOARD OF HEALTH MEETING

Charles Kenner, DMD, Chair

December 11, 2019, 6:00 PM

8001 Veterans Memorial Drive, Florence, KY

**Members Present**

Charles Kenner, DMD, Chair  
Jason Burcham, DVM  
Tom Cahill, Jr., Vice Chair  
Jeff Earlywine (D-JE Moore)  
Timothy Franxman, MD  
Richard Gaston, MD  
Judi Godsey, PhD, MSN, RN (D-Mayor Meyer)  
Tiffany Horn, RN (D-JE Dills)  
Tony Kramer, RN (D-Mayor Peluso)  
Jack Lenihan, DMD, Immediate Past Chair  
Chris Reinersman (Independence Mayor)  
Marie Schenkel (D-JE Pendery)  
Lynn Shewmaker, OD  
Wm. Ford Threlkeld, II, MD  
Shelly Voet, MD  
Josh Wice (D-Mayor Whalen)

**Members Absent**

Eva Ballard  
Lawrence Brennan, MD  
Eric Haas (Ft. Thomas Mayor)  
Scott Kimmich (D-JE Knochelmann)

**Staff/Guests Present**

Lynne Saddler, MD, MPH, District Dir. of Health  
Laura Brinson, Public Health Impacts Administrator  
Rose M. Croley, District Secretary  
Steve Divine, Dir. of Environmental Health & Safety  
Karen Domaschko, Human Resources Administrator  
Pamela Millay, Dir. of Clinical Services  
Kim Monaco, District Secretary  
George Moore, Dir. of Administration & Accounting  
Stephanie Vogel, Dir. of Population Health  
Olivia Amlung, Attorney  
Stephanie Allgeyer, VonLehman  
Ross Emerson, VonLehman

- I. **Welcome** – Chair, Dr. Charles Kenner, welcomed everyone.
- II. **Call to Order** - Chair, Dr. Charles Kenner, noted a quorum was present and called the meeting to order at 6:00 PM. Chair, Dr. Charles Kenner welcomed and introduced new member, Dr. Judi Godsey, Designee for Covington Mayor. Dr. Lynne Saddler announced Rose Croley is retiring at the end of March, 2020 and introduced Kim Monaco as the new District Secretary.
- III. **Public Comments** – Chair, Dr. Charles Kenner noted there were no members of the public who signed up to speak to the Board.
- IV. **Approval of Proposed December 11, 2019 Agenda** - Chair, Dr. Charles Kenner presented the December 11, 2019 proposed agenda for approval. Dr. Saddler reported that Representative Kim Moser was not able to attend tonight's meeting and asked that Item VI be replaced with:  
*Resolution of the Northern Kentucky Independent District Board of Health to Protect the Community*

*Against the Dangers of Using Electronic Cigarettes.* **MOTION:** Mr. Tom Cahill, Jr. moved to approve the December 11, 2019 proposed agenda with the amendment of Item VI as presented. Dr. Timothy Franxman seconded. Motion carried unanimously.

V. **Approval of September 11, 2019 Proposed Meeting Minutes** - Chair, Dr. Charles Kenner presented the proposed minutes of September 11, 2019 for approval. **MOTION:** Dr. Wm. Ford Threlkeld, II, moved to approve the September 11, 2019 proposed minutes as presented. Dr. Lynn Shewmaker seconded. Motion carried unanimously.

VI. **Resolution of the Northern Kentucky Independent District Board of Health to Protect the Community Against the Dangers of Using Electronic Cigarettes.** – Dr. Saddler briefed the Board on this resolution, giving detail of e-cigarettes/vaping dangers and the importance of taking a stand to educate and advocate the community about the health risks of electronic cigarettes, the importance of evidence-based policies to eliminate e-cigs use and the importance of increased funding for prevention and cessation of tobacco use. Discussion ensued. **MOTION:** Dr. Wm. Ford Threlkeld, II, moved to accept and approve the Resolution of Northern Kentucky Independent District Board of Health to Protect the Community Against the Dangers of Using Electronic Cigarettes. Mr. Tom Cahill, Jr. seconded. Motion carried unanimously.

VII. **Old Business** – There was no old business to bring before the Board.

VIII. **Reports**

- a. **Finance & Audit Committee** – Chair Dr. Charles Kenner reported the Committee met on October 25 and reviewed and approved the FY 2019 draft audit presented by VonLehman and the draft Internal Control Manual presented by staff.
  1. **Presentation of Audit** – Ms. Stephanie Allgeyer from VonLehman CPA & Advisory Firm introduced herself as the new partner on the Health Department's audit, gave a brief background and then introduced Mr. Ross Emerson, who summarized the June 30, 2019 Audit, noting there were no material internal control weaknesses identified and it was an unqualified opinion on the basis of cash. Discussion ensued. **MOTION:** Dr. Jack Lenihan moved to accept the Audit report as presented. Mr. Jeff Earlywine seconded. Motion carried unanimously.
  2. **Internal Control Manual** – Mr. George Moore gave a brief summary of the Internal Control Manual, which has been updated to codify our current processes. He reported that, per the Executive Committee's recommendation, he has listed in the manual the petty cash amounts per site and total on hand. Discussion ensued. **MOTION:** Mr. Tony Kramer moved to approve the Internal Control Manual as presented. Ms. Marie Schenkel seconded. Motion carried unanimously.
- b. **Executive Committee** – Chair, Dr. Charles Kenner reported the Committee met on November 13 and summarized his report. He stated that the Executive Committee took action to recommend to the District Board to authorize the Health Department to perform a salary survey as part of the information to be gathered for the Pension Committee analysis of pension options and to assess our position in the marketplace to potentially address hiring and retention issues. He reported the next Executive Committee meeting will be February 12, 2020 at 6:00 PM. **MOTION** – Dr. Jack Lenihan moved to approve the

Executive Committee report as presented. Mr. Tom Cahill, Jr., seconded. Motion carried unanimously.

- c. **Legal Counsel** – Ms. Olivia Amlung introduced herself and reported she had nothing to report at this time.
- d. **Financial** – Mr. George Moore summarized the financial report as of October 31, 2019. Discussion ensued. **MOTION:** Dr. Jack Lenihan moved to approve the financial report as presented. Ms. Marie Schenkel seconded. Motion carried unanimously.
- e. **District Director of Health** – Dr. Lynne Saddler summarized her report, giving an update on her FY 2020 Goals and highlighted the Division’s activities. She gave an update on the pension activity, reporting we are currently in a holding position until we receive the estimated cost of the unfunded liability. Dr. Saddler and Chair Dr. Charles Kenner both went over the timelines of receiving this information and asked that the Board members hold Wednesday, April 22, 2020, at 6:00 PM as a potential date for a Special meeting to decide which option the Health Department will take regarding the pension. Discussion ensued. **MOTION:** Dr. Shelly Voet moved to approve the District Director of Health report as presented. Dr. Richard Gaston seconded. Motion carried unanimously.
  1. **Code of Ethics:** Dr. Saddler presented the Code of Ethics changes made to adhere to the requirements of KRS 65A.070, since the District office moved from Kenton County to Boone County. Discussion ensued. **MOTION:** Dr. Timothy Franxman moved to approve the Code of Ethics change of language as presented. Ms. Tiffany Horn seconded. Motion carried unanimously.
  2. **Salary Survey** - Dr. Saddler reported the Executive Committee requested the District Board to approve a salary survey to gather additional information for the Pension Committee’s analysis of the pension options that the Board will have to consider and to assess our position in the marketplace to potentially address hiring and retention issues, noting that staff should understand that this is for the purposes of gathering information only and is not intended to imply that salary adjustments are forthcoming. Discussion ensued. **MOTION:** Dr. Richard Gaston moved to approve the request to obtain a salary survey. Mayor Chris Reinersman seconded. Motion carried unanimously.
- f. **Personnel Board** – Dr. Lynne Saddler reported the Personnel Board met on October 9, 2019 to review and discuss the items outlined in the report, including the Personnel Action Report, and reviewed the Personnel Board Rules and Regulations and approved the change of language from “Kenton” to “Boone” county. The next Personnel Board meeting is January 14, 2020 at 5:15 PM. **MOTION:** Mr. Tony Kramer moved to approve the Personnel Board report as presented. Dr. Timothy Franxman seconded. Motion carried unanimously. **MOTION:** Mr. Jeff Earlywine moved to accept the Personnel Board Rules and Regulations as presented. Dr. Jack Lenihan seconded. Motion carried unanimously.

## IX. Committee Reports

- a. Clinical Services – Chair, Dr. Richard Gaston, reported the committee did not meet.
- b. Information & Education – Chair TBD, the committee did not meet.
- c. Population Health – Ms. Marie Schenkel, Chair, reported the committee did not meet.
- d. Environmental Health & Safety – Mr. Tony Kramer, Chair, reported the committee did not meet.

X. **Local Boards of Health Reports**

- a. Boone County – Dr. Charles Kenner, Chair, reported the Local Board did not meet.
- b. Campbell County – On behalf of Dr. Lawrence Brennan, Chair, Dr. Saddler reported the Local Board did not meet.
- c. Grant County – Dr. Wm. Ford Threlkeld, II, Chair, reported the Local Board did not meet.
- d. Kenton County – Dr. Lynn Shewmaker, Chair, reported the Local Board of Health Building Committee met on December 5 to discuss a potential new site for the Kenton County Health Center. He reported representatives from the Health Department, St. Elizabeth, Kenton County and the City of Covington were in attendance. Dr. Shewmaker reported there was discussion about zoning, funding, construction costs, bus service, etc. and the Committee authorized staff to get an updated appraisal of the current Kenton County Health Center site, update construction estimates and to begin drafting a design-build RFP for an approximate 10,000 sf one floor building.

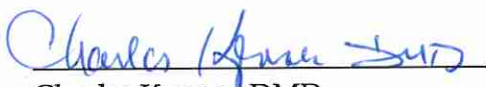
XI. **Other** – There were no non-action items to bring before the board.

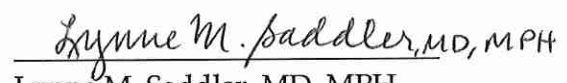
XII. **Next District Board of Health Meeting** - The next meeting will be Wednesday, March 11, 2020 at 6:00 PM.

XIII. **Closed Session** – There was no need to go into Closed Session.

XIV. **Adjournment – MOTION:** Mr. Jeff Earlywine moved to adjourn the meeting. Dr. Jack Lenihan seconded. Motion carried unanimously. Meeting adjourned at 7:05 PM.

Respectfully submitted,

  
Charles Kenner, DMD,  
NKIDBOH Chair

  
Lynne M. Saddler, MD, MPH,  
District Director of Health  
NKIDBOH Secretary